

Examination Announcement
California State Auditor
Bureau of State Audits



PRINCIPAL AUDITOR
BUREAU OF STATE AUDITS
JC78/4094

PROMOTIONAL
BUREAU OF STATE AUDITS

SALARY RANGE: \$8,205 - \$9,500

COMPETITION LIMITED TO: Current Bureau of State Audits employees and qualified persons who meet the requirements of Government Code Section 18990.

HOW TO APPLY: All applications (STD. 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. postal service (i.e. hand carried to the administration division) must be received by 5:00 p.m. on the final filing date. Submit applications to:

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814
Attn: Lynne Gaal
(916) 445-0255

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

The examination will consist of a supplemental application.

FINAL FILING DATE: April 6, 2009

Minimum Qualifications

Either I

Experience: One year of experience in the California state service performing duties at a level equivalent to a Senior Auditor Evaluator II, Bureau of State Audits, or two years of experience performing the duties of the former class of Senior Auditor Evaluator, Bureau of State Audits, Range B.

Or II

Experience: Broad and extensive (more than five years) professional auditing experience in government, commercial, or public auditing in accordance with "Government Auditing Standards" published by the Comptroller General of the United States, including at least two years of experience in the direction of a large, complex, independent, and comprehensive audit program. This experience must include experience with performance and financial or compliance audits. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to a Senior Auditor Evaluator III, Bureau of State Audits, for a period of at least one year.)

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

And

Education: Equivalent to graduation from college. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Additional Desirable Qualifications

- Ability to use current word processing and spreadsheet software.
- Possession of a valid certificate to practice as a Certified Public Accountant in California.

Special Requirements

Willingness to travel, work away from the headquarters office, and work long and irregular hours.

THE POSITION

This is the managerial and highest level in the series. Incumbents manage multiple audits with teams of two to six staff members. Incumbents, under general direction of the Deputy State Auditor, develop and interpret uniform policies, programs, and practices for the administration of the audit program and provide management advice to the Legislature and top-level administrative authorities within State departments. Incumbents also testify before legislative committees, respond to press calls, and represent the Bureau of State Audits at meetings of national, State, and professional organizations.

EXAMINATION INFORMATION

Applicants who meet the Requirements for Admittance to the Examination (minimum qualifications) will be mailed a Supplemental Application. The Supplemental Application is designed to elicit a range of specific information regarding each candidate's job related experience, knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification and SCOPE as outlined on this bulletin.

Completion and return of the Supplemental Application is **mandatory**.

Candidates who do not complete and return their supplemental application by the due date will be disqualified from the examination process.

Supplemental Application—Weighted 100%

SCOPE

A. *Knowledge of:*

1. General accounting and auditing principles and procedures.
2. Principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods.
3. Research and information gathering techniques.
4. Basic principles and practices of descriptive and inferential statistics.
5. Functions, organization, and practices of California Government, *Government Auditing Standards* as prescribed by the Federal Government, and standards of the profession.
6. Operations, procedures, and work standards of office.
7. Legislative committee organization, structure, functions, and procedures.
8. Formal and informal aspects of the legislative process.
9. Principles and techniques of personnel management and supervision.
10. Applications of organizational and management theory.
11. The operation and reporting of other state and federal audit organizations.
12. The organization and practices of the Legislature and executive branch.
13. Principles, practices, and trends of public administration, organization, and management.

14. Techniques of organizing and motivating groups.
15. Program development and evaluation.
16. Methods of administrative problem solving.
17. Personnel management techniques and practices of supervision and staff development and training techniques.
18. Administrative goals and policies of the office including the Bureau's Equal Employment Opportunity Program objectives and a manager's role in the Equal Employment Opportunity Program.
19. The processes available to meet equal employment opportunity objectives.

B. *Ability to:*

1. Apply the required knowledge.
2. Plan, organize, and direct the work of multidisciplinary professional staff engaged in a variety of complex audits.
3. Establish and administer uniform policies and procedures.
4. Develop cooperative working relationships with representatives of all levels of government, the public, and the legislative and executive branches.
5. Analyze complex problems and recommend effective courses of action.
6. Prepare, review, and edit reports.

Veterans' preference and career credits are not granted in promotional examinations.

Applications are available in the Administration Division or on line at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists. Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) servicewide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications. Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Who Should Apply: This is a departmental promotional examination for the Bureau of State Audits (bureau.) Applicants must have a permanent civil service appointment with the bureau as of the final filing date, in order to participate in this examination; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.